

Professional and Managerial Branch  
Miscellaneous Professional Group  
Archives & Records Management Series

**ARCHIVES & RECORDS MANAGER**

10/02 (JAS)

**General Summary:**

Under general direction, manage creation, organization, use, maintenance and disposition of City official and historical document and other records.

**Typical Duties:**

Plan, develop, implement and direct economical and effective methods for accessing, handling, storage and disposal of active and inactive public and confidential information in central, departmental and non-city repositories. Involves: Devise and oversee preservation and retrieval programs for ordinances, codes, resolutions, contracts, reports, correspondence, maps, drawings, ledgers, logs and other items documenting actions and events pertaining to City government functions, organization and officials, including coding and filing systems, database catalogs, finding aids and acquisition register, and disaster recovery plans. Research feasibility of installing new automation technologies, and new software and hardware at archives and records center. Review state and federal records requirements to formulate recommendations for records control policies and schedules for Mayor and Council approval and submission to interested governmental authorities. Consult with department management throughout city government to analyze, advise on and provide staff training in records keeping principles and practices and related cost controls, and to prepare detailed standard operating procedures for comprehensive records retention and administration, including arrangements for transfers from active to inactive status, delivery to archives, indexing and reformatting to and from paper, photographic, magnetic and optical media. Identify endangered materials and extent of conservation work needed, and arrange for basic repair and preventive preservation for paper records. Oversee or conduct periodic physical inventories of records stored. Research and confer with city officials and other interested parties to assess the historical significance of material, and establish and maintain permanent collections. Recommend retention or destruction of public records, and issue notices of disposal to the citizens and interested agencies as required.

Provide reference services in person, by phone, email or fax. Involves: Act as primary liaison to internal and external audiences which includes approving access to archived information of a confidential or unofficial nature. Interpret finding aids, instruct in handling of materials and advise on application of archival materials to research activities. Respond to requests for material in archives by researching availability and abstracting information, and arranging for duplication and delivery. Refer researchers to pertinent materials available in other resources such as libraries, museums and private collections as necessary. Arrange for use of collections for outreach, including curriculum and exhibits.

Perform division administration functions. Involves: Participate in preparation of annual department budget. Forecast short and long-term need for records management staffing, facilities, equipment and supplies. Recommend purchase of storage, retrieval, and disposal equipment. Monitor expenditures, evaluate and approves purchase requests within limits of authority. Participate in selection of vendors, such as non-city storage facilities, and contract negotiations, Research grant sources and write application proposals.

Supervise assigned employees. Involves: Schedule, assign, instruct, guide, check and evaluate day-to-day work. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Recommend leave approvals. Initiate grievance resolution and disciplinary processes. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform miscellaneous related professional and managerial duties as assigned. Involves: Substitute for own supervisor, co-workers or subordinates during temporary absences as qualified by carrying out specified duties to maintain continuity of normal services, if delegated. Serve on ad hoc committees and engage in special projects as required. Participate in professional meetings, conferences and training seminars to stay abreast of changes and trends in archives and records management practices. Prepare activity reports and maintain related records.

**Knowledge, Abilities and Skills:**

- Considerable knowledge of modern archival and records management principles and practices, including descriptive cataloging, and original and automated document and data storage and retrieval systems.
- Considerable knowledge of available sources of information, the historical contexts governing archival operations, and allied administrative processes.

- Good knowledge of historical research methodology.
- Good knowledge of computer and Internet applications, including creation, maintenance and accessing of databases, and electronic records encoding, formatting and publication.
- Good knowledge of rules, regulations and laws pertaining to records retention and access to public information.
- Good knowledge of supervisory and customer relations techniques.
- Ability to analyze objectives and operational requirements and make evaluative judgments to solve complex problems of developing and implementing suitable archival operational policies and methods
- Ability to establish priorities, organize resources and direct activities of a records management program.
- Ability to conceptualize, initiate and coordinate pertinent studies of archival materials.
- Ability to interpret and evaluate client informational needs and to determine appropriate alternative solutions.
- Ability to develop budgets.
- Ability to communicate effectively orally and in writing to explain technical information for a non-technical audience such as when conducting record maintenance and archive use training, and to prepare indices, bibliographies, descriptions, other reference guides, grant proposals, reports and correspondence.
- Ability to establish and maintain effective working relationships with city management and employees, educational institutions, museums, libraries, historians, businesses, vendors, lawyers and the public.

**Other Job Characteristics:**

- Occasional operation of a motor vehicle through city traffic.
- Occasional moving of moderately heavy weights (up to 50 pounds (such as lifting and carrying boxes of records.
- Occasional traversing of lattice work flooring to store, inventory & retrieve archival materials from upper level of stacks of central records repository.
- Occasional exposure to dust and mold in records storage areas.

**Minimum Requirements:**

Education and Experience: Equivalent to a combination of an accredited Bachelor's degree in Archives Management, Museum Studies, History, Government, Business or Public Administration, or related field, plus and four (4) years professional experience in establishing or administering archives or centralized records management programs.

Licenses and Certificates: Texas Class "C" drivers license, or equivalent issued by another state.

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Human Resources Director

Department Head